



**CORRECTIONAL PLANT MANAGER I,  
DEPARTMENT OF CORRECTIONS**

**CORRECTIONAL PLANT MANAGER II,  
DEPARTMENT OF CORRECTIONS**

**Final Filing Date: February 16, 2006**

**PROMOTIONAL**

**AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER -** Equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

**EXAMINATION BASE** DEPARTMENTAL FOR:  
  
DEPARTMENT OF CORRECTIONS AND REHABILITATION (including Prison Industry Authority)

**WHO SHOULD APPLY** **COMPETITION LIMITED TO STATE EMPLOYEES**  
Applicants must have a permanent civil service appointment with the Department of Corrections and Rehabilitation OR must be: 1) a current or former legislative employee meeting the criteria defined in Government Code (GC), Section 18990; OR 2) an exempt employee meeting the criteria defined in GC, Section 18992, as of the final filing date, in order to take this examination. Under certain circumstances, other employees may be allowed to compete under provisions of Rules 234, 235 and 235.2.

**HOW TO APPLY** Submit Examination Application (Std. Form 678)

<b>By mail with:</b>	<b>or</b>	<b>In person with:</b>
<b>Department of Corrections and Rehabilitation Selection Services Section P.O. Box 942883 Sacramento, CA 94283-0001 (916) 322-2545</b>		<b>Department of Corrections and Rehabilitation Selection Services Section 1515 "S" Street, Room 522-N Sacramento, CA 95814 (916) 322-2545</b>

If you are personally delivering your application, you must do so between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, on or before the final filing date to the same street address as listed above for the Selection Services Section.

If you meet the entrance requirements for Correctional Plant Manager I, Department of Corrections or Correctional Plant Manager II, Department of Corrections, you may file for one or more examination(s) on a single application. However, you must list the examination title(s) of each examination you wish to file for. You will only be considered for acceptance into the examination(s) that you have listed on your application.

**NOTE:** Only applications with an original signature will be accepted.

**APPLICATION DEADLINE/ REQUIREMENTS** **February 16, 2006** is the final filing date. Applications postmarked, personally delivered, or received via interoffice mail after this date will not be accepted for any reason.

All applicants must meet the education and/or experience requirements for this examination by the final filing date.

**TEST DATE** It is anticipated that Qualifications Appraisal Interviews will be held during **April/May 2006**.

**SALARY RANGE(S)** **As of: January 17, 2006.**  
Correctional Plant Manager I, Department of Corrections - \$5,053 - \$6,097  
Correctional Plant Manager II, Department of Corrections - \$5,306 - \$6,404

**MINIMUM QUALIFICATIONS** **Correctional Plant Manager I, Department of Corrections**

Experience: **Either**

One year of experience in California state service performing the duties of a Correctional Plant Supervisor, Department of Corrections, Chief of Plant Operations II, Chief of Plant Operations II (Correctional Facility); **or**

Two years of experience in California state service performing the duties of a Chief of Plant Operations I or Chief of Plant Operations I (Correctional Facility), Chief Engineer II, Chief Engineer II (Correctional Facility); **or**

Three years of experience in California state service performing the duties of a Chief Engineer I, Chief Engineer I (Correctional Facility) or Supervisor of Building Trades (Correctional Facility), or Supervisor of Building Trades; **or**

Three years of experience in charge of plant operation in a plant or facility with a population of at least 2,500 persons and employing a maintenance crew of at least 35 persons, including both stationary engineers and building tradespersons.

MINIMUM  
QUALIFICATIONS  
(CONTINUED)

Correctional Plant Manager II, Department of Corrections

Experience: **Either**

One year of experience in California state service performing the duties of a Correctional Plant Manager I, Department of Corrections, Chief of Plant Operations III or Chief of Plant Operations III (Correctional Facility); or

Two years of experience in California state service performing the duties of a Correctional Plant Supervisor, Department of Corrections, Chief of Plant Operations II, Chief of Plant Operations II (Correctional Facility); or

Three years of experience in California state service performing the duties of a Chief of Plant Operations I, Chief of Plant Operations I (Correctional Facility) or Chief Engineer II, Chief Engineer II (Correctional Facility); or

Four years of experience in California state service performing the duties of a Chief Engineer I (Correctional Facility), Chief Engineer I, Supervisor of Building Trades (Correctional Facility), or Supervisor of Building Trades; or

Four years of experience in charge of plant operation, in a facility with a population of at least 5,000 persons and employing a maintenance crew of at least 50 persons including both stationary engineers and building tradespersons.

**FOR BOTH CLASSES:**  
**Special Personal Characteristics**  
Willingness to live and work at State correctional facility; and tact.

**Special Physical Characteristics**  
Persons appointed to positions in these classes must be reasonably expected to have and maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates.

Assignments may include sole responsibility for the supervision of inmates and/or the protection of personal and real property.

Qualifying experience may be combined on a proportionate basis if the requirements stated above include more than one pattern and are distinguished as "Either" I, "or" II, "or" III, etc. For example, candidates who possess qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

EXAMINATION  
PLAN

This examination will consist of a Qualifications Appraisal Interview only. The interview will include a number of predetermined job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained in the interview. **CANDIDATES WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.**

**Qualifications Appraisal -- Weighted 100.00%**

**Scope:**  
Emphasis in the examination will be on measuring competitively, relative to job demands, each candidate's:

**FOR BOTH CLASSES**

- A. Knowledge of:**
- 1. Types of heating, electrical, plumbing, water, refrigeration, sewage, and other mechanical systems and equipment
  - 2. Operation and maintenance of high-pressure steam boilers
  - 3. Materials, methods and tools used in the maintenance of buildings and grounds
  - 4. Operation of mechanical refrigeration and air-conditioning systems
  - 5. Thermostatic temperature control systems
  - 6. Rules and safety orders of the Division of California Occupational Safety and Health applicable to the operation and maintenance of buildings and grounds
  - 7. Principles of personnel management and supervision
  - 8. The Department's Equal Employment Opportunity Program objectives
  - 9. A supervisor's role in the Equal Employment Opportunity Program and processes available to meet equal employment opportunity objectives
- B. Ability to:**
- 1. Read and write English at a level required for successful job performance
  - 2. Direct the work of installing, operating, and maintaining institution heating, electrical, water, sewage, and other mechanical systems
  - 3. Read, interpret, and work from plans, drawings, and specifications
  - 4. Make cost estimates of building repairs, maintenance, and mechanical installations
  - 5. Plan and execute a program of preventive maintenance for buildings and mechanical equipment
  - 6. Plan and direct the work of skilled craftspersons and semiskilled workers
  - 7. Keep accurate records and prepare reports
  - 8. Think and act quickly in emergencies
  - 9. Effectively contribute to the Department's equal employment opportunity objectives

ELIGIBLE LIST  
INFORMATION

A departmental promotional eligible list will be established to fill vacancies for the Department of Corrections and Rehabilitation. The list(s) will be abolished **24** months after establishment unless the needs of the service and conditions of the list(s) warrant a change in this period.

POSITION  
DESCRIPTION AND  
LOCATION(S)

**Correctional Plant Manager I, Department of Corrections**, under general direction, is responsible for directing the maintenance and plant operations activities of an adult correctional facility of average complexity and other duties as required.

**Correctional Plant Manager II, Department of Corrections**; under general direction, is responsible for directing the maintenance and plant operations activities of a large complex adult correctional facility and other duties as required.

Position(s) exist statewide with the Department of Corrections and Rehabilitation.

SPECIAL TESTING  
ARRANGEMENTS

If you have a disability and need special testing arrangements, mark the appropriate box on the "Examination Application." You will be contacted to make specific arrangements.

VETERANS POINTS/  
CAREER CREDITS

Veteran's Preference Points and career credits are not granted in promotional examinations.

GENERAL INFORMATION

**It is the candidate's responsibility** to contact the Department of Corrections and Rehabilitations' Selection Services Section at (916) 322-2545 three weeks after the final filing date if he/she has not received a progress notice.

**Applications are available at** Department of Corrections and Rehabilitation offices, State Personnel Board offices and local offices of the Employment Development Department.

**The Department of Corrections and Rehabilitation** reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revisions will be in accordance with civil service laws and rules and all competitors will be notified.

**Examination Locations:** If this examination requires a written test and/or oral interview, they will be scheduled throughout the State at the correctional institutions and/or parole regions. However, locations of the written test and/or oral interview may be limited or extended as conditions warrant.

**Eligible Lists:** Eligible lists established by a competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional; 2) departmental promotional; 3) multidepartmental promotional; 4) servicewide promotional; 5) departmental open; 6) open. When there are two lists of the same kind, the older must be used first.

**General Qualifications:** Competitors must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination and fingerprinting may be required. In open examinations, an investigation may be made of employment records and personal history.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES WILL BE HIRED

FOR CURRENT CDCR TESTING INFORMATION CALL (916) 322-2545  
California Relay Service for the Deaf or Hearing Impaired: 1-800-735-2929  
www.cdcr.ca.gov

THIS CANCELS AND SUPERSEDES ALL PREVIOUSLY ISSUED BULLETINS